



County of Los Angeles
CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

DAVID E. JANSSEN
Chief Executive Officer

August 6, 2007

Board of Supervisors
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YVONNE B. BURKE
Second District

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Third District

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Fifth District

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

**DEPARTMENT OF PUBLIC SOCIAL SERVICES MANAGEMENT APPOINTMENT
FOR ADELINA GUTIERREZ**

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the request by Philip L. Browning, the Director of the Department of Public Social Services (DPSS), for the hiring of Ms. Adelina Gutierrez to the position of Assistant Director of Public Social Services (UC) at an annual salary of \$143,331.72. The requested salary is below the control point of Range 15 of the salary structure.

Ms. Gutierrez is currently a Vice President in the Workforce Services Division of MAXIMUS Inc., with responsibility for Los Angeles GAIN Operations, San Diego CalWORKs Operations, Orange County CalWORKs and Elections Services, Hawaii Open Doors Child Care Program and Ohio Elections Services. Her current salary is \$162,000. In 2004 Ms. Gutierrez was the MAXIMUS Employee of the Year.

In addition, prior to joining MAXIMUS in 1998, Ms. Gutierrez worked for DPSS as a Human Services Administrator III in the Program and Policy Division, where she was responsible for the CalWORKs Child Care Program. She was also the Director of the El Monte District with 600 staff who administered CalWORKs, Food Stamps and Medi-Cal. Ms. Gutierrez also has experience as a manager in the Budget Services Division where she supervised the Assistance budget and major program operations. Ms. Gutierrez has a Bachelor's Degree in Public Administration.

Each Supervisor
August 6, 2007
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Based on this information, we recommend the approval of Mr. Browning's request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by August 9, 2007, we will authorize the Department of Public Social Services to proceed with this appointment.

Please contact James Blunt of my staff at (213) 893-2291, if you have any questions or need additional information.

WTF:SRH:BY
GP: JAB: lbn

Attachment

c: Executive Officer, Board of Supervisors
 County Counsel
 Director, Department of Public Social Services
 Department of Human Resources

MAPP-Gutierrez.bm

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



PHILIP L. BROWNING
Director

SHERYL L. SPILLER
Chief Deputy



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July 30, 2007

TO: Bryce Yokomizo, Deputy CEO

ATTN: James Blunt, CEO Analyst

FROM: Philip L. Browning, Director

A handwritten signature in black ink, appearing to be 'P. Browning', written over the 'FROM' line.

SUBJECT: MAPP APPOINTMENT FOR LENA GUTIERREZ

This is to request approval to hire Lena (Adelina) Gutierrez to fill the vacant position of Assistant Director in the Department of Public Social Services at an annual salary of \$142,000 which is below the control point of MAPP Range 15.

Ms. Gutierrez is currently a Vice President in the Workforce Services Division of MAXIMUS, Inc with responsibility for Los Angeles GAIN Operations, San Diego Cal Works Operations, Orange County Cal Works and Elections Services, Hawaii Open Doors Child Care Program and Ohio Elections Services. Her current annual salary is \$162,000.

Ms. Gutierrez is a results-oriented leader with proven success in managing every aspect of large scale public assistance and social programs, including TANF, Medicare, Child Care, Welfare to Work, Employment and Training programs, Job Development Programs and Food Stamps.

Ms. Gutierrez is highly experienced in directing and allocating resources, deploying appropriate technology, applying quality assurance and expense controls, and evaluating processes and systems. Additionally, Ms. Gutierrez had a successful career with LA County DPSS before joining MAXIMUS in 1998. She worked as a Human Services Administrator III (HAS III) in the Program and Policy Division where she was responsible for the CalWorks Child Care Program including the development of the Child Care Payment system. She was also the Director of the El Monte District which administered AFDC, Food Stamps and Medi-Cal with approximately 600 staff.

Additionally, she worked in the Budget Services Division as a HSA II, supervising major program operations as well as analysis and formulation of the assistance budget for LADPSS with an estimated budget at that time of \$ 1.8 billion.

Ms. Gutierrez is a seasoned manager in both the public and private sectors who is thoroughly proficient in areas such as: Budget development and analysis, Facilities planning, HR policies, Contract negotiations, Training development and Strategic planning. She is a critical thinker and adept negotiator with the ability to apply her extensive knowledge of industry and government regulations and policies to ensure program objectives are realized and standards are met. She is a self-motivated, dedicated professional who consistently meets or exceeds expectations and motivates others to follow that example by encouraging team work, participation, and commitment at every organizational level.

Ms. Gutierrez has a Bachelor's Degree in Public Administration. She was also the MAXIMUS Employee of the Year in 2004.

I believe the salary requested is commensurate with the experience, education and skill level of Ms. Gutierrez. She will significantly augment the executive team I am building in DPSS and will be a great asset in facing the many challenges ahead.

If you have any questions, please call me at (562) 908-8383.

PLB:lm

c: Sheryl L. Spiller